

# **Digest of Education Statistics 1997**

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## Definitions

**Academic support** This category of college expenditures includes expenditures for support services that are an integral part of the institution's primary missions of instruction, research, or public service. Includes expenditures for libraries, galleries, audio/visual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development.

**Achievement test** An examination that measures the extent to which a person has acquired certain information or mastered certain skills, usually as a result of specific instruction.

**Administrative support staff** Includes personnel dealing with salary, benefits, supplies, and contractual fees for the office of the principal, full-time department chairpersons, and graduation expenses.

**Agriculture** Courses designed to improve competencies in agricultural occupations. Included is the study of agricultural production, supplies, mechanization and products, agricultural science, forestry, and related services.

**American College Testing Program (ACT)** The ACT assessment program measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance on the tests does not reflect innate ability and is influenced by a student's educational preparedness.

**Appropriation (federal funds)** Budget authority provided through the congressional appropriation process that permits federal agencies to incur obligations and to make payments.

**Appropriation (institutional revenues)** An amount (other than a grant or contract) received from or made available to an institution through an act of a legislative body.

**Associate degree** A degree granted for the successful completion of a sub-baccalaureate program of studies, usually requiring at least 2 years (or equivalent) of full-time college-level study. This includes degrees granted in a cooperative or work-study program.

**Auxiliary enterprises** This category includes those essentially self-supporting operations which exist to

furnish a service to students, faculty, or staff, and which charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, college stores, and intercollegiate athletics.

**Average daily attendance (ADA)** The aggregate attendance of a school during a reporting period (normally a school year) divided by the number of days school is in session during this period. Only days on which the pupils are under the guidance and direction of teachers should be considered days in session.

**Average daily membership (ADM)** The aggregate membership of a school during a reporting period (normally a school year) divided by the number of days school is in session during this period. Only days on which the pupils are under the guidance and direction of teachers should be considered as days in session. The average daily membership for groups of schools having varying lengths of terms is the average of the average daily memberships obtained for the individual schools.

**Bachelor's degree** A degree granted for the successful completion of a baccalaureate program of studies, usually requiring at least 4 years (or equivalent) of full-time college-level study. This includes degrees granted in a cooperative or work-study program.

**Books** Non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; juvenile nonperiodical publications of any length found in hard or soft covers.

**Budget authority (BA)** Authority provided by law to enter into obligations that will result in immediate or future outlays. It may be classified by the period of availability (1-year, multiple-year, no-year), by the timing of congressional action (current or permanent), or by the manner of determining the amount available (definite or indefinite).

**Business** Program of instruction that prepares individuals for a variety of activities in planning, organizing, directing, and controlling business office systems and procedures.

**Carnegie unit** A standard of measurement that represents one credit for the completion of a 1-year course.

**Catholic school** A private school over which a Roman Catholic church group exercises some control or provides some form of subsidy. Catholic schools for the most part include those operated or supported by: a parish, a group of parishes, a diocese, or a Catholic religious order.

**Central cities** The largest cities, with 50,000 or more inhabitants, in a Metropolitan Statistical Area (MSA). A smaller city within a MSA may also qualify if it has at least 25,000 inhabitants or has a population of one-third or more of that of the largest city and a minimum population of 25,000. An exception occurs where two cities have contiguous boundaries and constitute, for economic and social purposes, a single community of at least 50,000, the smaller of which must have a population of at least 15,000.

**Class size** The membership of a class at a given date.

**Classroom teacher** A staff member assigned the professional activities of instructing pupils in self-contained classes or courses, or in classroom situations. Usually expressed in full-time equivalents.

**Cohort** A group of individuals that have a statistical factor in common, for example, year of birth.

**College** A postsecondary school which offers general or liberal arts education, usually leading to an associate, bachelor's, master's, doctor's, or first-professional degree. Junior colleges and community colleges are included under this terminology.

**Combined elementary and secondary school** A school which encompasses instruction at both the elementary and the secondary levels. Includes schools starting with grade 6 or below and ending with grade 9 or above.

**Computer science** A group of instructional programs that describes computer and information sciences, including computer programming, data processing, and information systems.

**Constant dollars** Dollar amounts that have been adjusted by means of price and cost indexes to eliminate inflationary factors and allow direct comparison across years.

**Consumer, personal, and miscellaneous services** A group of instructional programs that describes the fundamental skills a person is normally thought to need in order to function productively in society.

Some examples are child development, consumer education, and family relations.

**Consumer Price Index (CPI)** This price index measures the average change in the cost of a fixed market basket of goods and services purchased by consumers.

**Consumption** That portion of income which is spent on the purchase of goods and services rather than being saved.

**Control of institutions** A classification of institutions of elementary/secondary or higher education by whether the institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).

**Credit** The unit of value, awarded for the successful completion of certain courses, intended to indicate the quantity of course instruction in relation to the total requirements for a diploma, certificate, or degree. Credits are frequently expressed in terms such as "Carnegie units," "semester credit hours," and "quarter credit hours."

**Current dollars** Dollar amounts that have not been adjusted to compensate for inflation.

**Current expenditures (elementary/secondary)** The expenditures for operating local public schools, excluding capital outlay and interest on school debt. These expenditures include such items as salaries for school personnel, fixed charges, student transportation, school books and materials, and energy costs. Beginning in 1980-81, expenditures for State administration are excluded.

**Current expenditures per pupil in average daily attendance** Current expenditures for the regular school term divided by the average daily attendance of full-time pupils (or full-time equivalency of pupils) during the term. See also Current expenditures and Average daily attendance.

**Current-fund expenditures (higher education)** Money spent to meet current operating costs, including salaries, wages, utilities, student services, public services, research libraries, scholarships and fellowships, auxiliary enterprises, hospitals, and independent operations. Excludes loans, capital expenditures, and investments.

**Current-fund revenues (higher education)** Money received during the current fiscal year from revenue which can be used to pay obligations currently due, and surpluses reappropriated for the current fiscal year.

**Current Population Survey** See Guide to Sources.

**Disposable personal income** Current income received by persons less their contributions for social insurance, personal tax, and nontax payments. It is the income available to persons for spending and saving. Nontax payments include passport fees, fines and penalties, donations, and tuitions and fees paid to schools and hospitals operated mainly by the government. See also Personal income.

**Doctor's degree** An earned degree carrying the title of Doctor. The Doctor of Philosophy degree (Ph.D.) is the highest academic degree and requires mastery within a field of knowledge and demonstrated ability to perform scholarly research. Other doctorates are awarded for fulfilling specialized requirements in professional fields, such as education (Ed.D.), musical arts (D.M.A.), business administration (D.B.A.), and engineering (D.Eng. or D.E.S.). Many doctor's degrees in academic and professional fields require an earned master's degree as a prerequisite. First-professional degrees, such as M.D. and D.D.S., are not included under this heading.

**Educational and general expenditures** The sum of current funds expenditures on instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, and awards from restricted and unrestricted funds.

**Educational attainment** The highest grade of regular school attended and completed.

**Elementary education/programs** Learning experiences concerned with the knowledge, skills, appreciations, attitudes, and behavioral characteristics which are considered to be needed by all pupils in terms of their awareness of life within our culture and the world of work, and which normally may be achieved during the elementary school years (usually kindergarten through grade 8 or kindergarten through grade 6), as defined by applicable state laws and regulations.

**Elementary school** A school classified as elementary by state and local practice and composed of any span of grades not above grade 8. A preschool or kindergarten school is included under this heading only if it is an integral part of an elementary school or a regularly established school system.

**Elementary/secondary school** As reported in this publication, includes only regular schools (i.e., schools that are part of State and local school systems, and also most not-for-profit private elementary/secondary schools, both religiously affiliated and

nonsectarian). Schools not reported include subcollegiate departments of institutions of higher education, residential schools for exceptional children, Federal schools for American Indians, and Federal schools on military posts and other Federal installations.

**Employment** Includes civilian, noninstitutional persons who: 1) worked during any part of the survey week as paid employees; worked in their own business, profession, or farm; or worked 15 hours or more as unpaid workers in a family-owned enterprise; or 2) were not working but had jobs or businesses from which they were temporarily absent due to illness, bad weather, vacation, labor-management dispute, or personal reasons whether or not they were seeking another job.

**Endowment** A trust fund set aside to provide a perpetual source of revenue from the proceeds of the endowment investments. Endowment funds are often created by donations from benefactors of an institution, who may designate the use of the endowment revenue. Normally, institutions or their representatives manage the investments, but they are not permitted to spend the endowment fund itself, only the proceeds from the investments. Typical uses of endowments would be an endowed chair for a particular department or for a scholarship fund. Endowment totals tabulated in this book also include funds functioning as endowments, such as funds left over from the previous year and placed with the endowment investments by the institution. These funds may be withdrawn by the institution and spent as current funds at any time. Endowments are evaluated by two different measures, book value and market value. Book value is the purchase price of the endowment investment. Market value is the current worth of the endowment investment. Thus, the book value of a stock held in an endowment fund would be the purchase price of the stock. The market value of the stock would be its selling price as of a given day.

**Engineering** Instructional programs that describe the mathematical and natural science knowledge gained by study, experience, and practice and applied with judgment to develop ways to utilize the materials and forces of nature economically for the benefit of mankind. Include programs that prepare individuals to support and assist engineers and similar professionals.

**English** A group of instructional programs that describes the English language arts, including composition, creative writing, and the study of literature.

**Enrollment** The total number of students registered in a given school unit at a given time, generally in the fall of a year.

**Expenditures** Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year. For elementary/secondary schools, these include all charges for current outlays plus capital outlays and interest on school debt. For institutions of higher education, these include current outlays plus capital outlays. For government, these include charges net of recoveries and other correcting transactions other than for retirement of debt, investment in securities, extension of credit, or as agency transaction. Government expenditures include only external transactions, such as the provision of perquisites or other payments in kind. Aggregates for groups of governments exclude intergovernmental transactions among the governments.

**Expenditures per pupil** Charges incurred for a particular period of time divided by a student unit of measure, such as average daily attendance or average daily membership.

**Extracurricular activities** Activities that are not part of the required curriculum and that take place outside of the regular course of study. As used here, they include both school-sponsored (e.g., varsity athletics, drama and debate clubs) and community-sponsored (e.g., hobby clubs and youth organizations like the Junior Chamber of Commerce or Boy Scouts) activities.

**Family** A group of two persons or more (one of whom is the householder) related by birth, marriage, or adoption and residing together. All such persons (including related subfamily members) are considered as members of one family.

**Federal funds** Amounts collected and used by the federal government for the general purposes of the government. There are four types of federal fund accounts: the general fund, special funds, public enterprise funds, and intragovernmental funds. The major federal fund is the general fund, which is derived from general taxes and borrowing. Federal funds also include certain earmarked collections, such as those generated by and used to finance a continuing cycle of business-type operations.

**Federal sources** Includes federal appropriations, grants, and contracts, and federally-funded research and development centers (FFRDCs). Federally subsidized student loans and Pell Grants are not included.

**First-professional degree** A degree that signifies both completion of the academic requirements for beginning practice in a given profession and a level of professional skill beyond that normally required for a bachelor's degree. This degree usually is based on

a program requiring at least 2 academic years of work prior to entrance and a total of at least 6 academic years of work to complete the degree program, including both prior-required college work and the professional program itself. By NCES definition, first-professional degrees are awarded in the fields of dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathic medicine (D.O.), pharmacy (D.Pharm.), podiatric medicine (D.P.M.), veterinary medicine (D.V.M.), chiropractic (D.C. or D.C.M.), law (J.D.), and theological professions (M.Div. or M.H.L.).

**First-professional enrollment** The number of students enrolled in a professional school or program which requires at least 2 years of academic college work for entrance and a total of at least 6 years for a degree. By NCES definition, first-professional enrollment includes only students in certain programs. (See First-professional degree for a list of programs.)

**Fiscal year** The yearly accounting period for the Federal Government, which begins on October 1 and ends on the following September 30. The fiscal year is designated by the calendar year in which it ends; e.g., fiscal year 1988 begins on October 1, 1987, and ends on September 30, 1988. (From fiscal year 1844 to fiscal year 1976, the fiscal year began on July 1 and ended on the following June 30.)

**Foreign languages** A group of instructional programs that describes the structure and use of language that is common or indigenous to people of the same community or nation, the same geographical area, or the same cultural traditions. Programs cover such features as sound, literature, syntax, phonology, semantics, sentences, prose, and verse, as well as the development of skills and attitudes used in communicating and evaluating thoughts and feelings through oral and written language.

**Full-time enrollment** The number of students enrolled in higher education courses with total credit load equal to at least 75 percent of the normal full-time course load.

**Full-time-equivalent (FTE) enrollment** For institutions of higher education, enrollment of full-time students, plus the full-time equivalent of part-time students. The full-time equivalent of the part-time students is estimated using different factors depending on the type and control of institution and level of student.

**Full-time instructional faculty** Those members of the instruction/research staff who are employed full time as defined by the institution, including faculty with released time for research and faculty on sabbatical leave. Full-time counts exclude faculty who



are employed to teach less than two semesters, three quarters, two trimesters, or two 4-month sessions; replacements for faculty on sabbatical leave or those on leave without pay; faculty for preclinical and clinical medicine; faculty who are donating their services; faculty who are members of military organizations and paid on a different pay scale from civilian employees; academic officers, whose primary duties are administrative; and graduate students who assist in the instruction of courses.

**Full-time worker** In educational institutions, an employee whose position requires being on the job on school days throughout the school year at least the number of hours the schools are in session. For higher education, a member of an educational institution's staff who is employed full time.

**General administration support services** Includes salary, benefits, supplies, and contractual fees for boards of education staff and executive administration. Excludes state administration.

**General Educational Development (GED) program** Academic instruction to prepare persons to take the high school equivalency examination. See GED recipient.

**GED recipient** A person who has obtained certification of high school equivalency by meeting State requirements and passing an approved exam, which is intended to provide an appraisal of the person's achievement or performance in the broad subject matter areas usually required for high school graduation.

**General program** A program of studies designed to prepare students for the common activities of a citizen, family member, and worker. A general program of studies may include instruction in both academic and vocational areas.

**Geographic region** 1) One of four regions used by the Bureau of Economic Analysis of the U.S. Department of Commerce, the National Assessment of Educational Progress, and the National Education Association, as follows: (The National Education Association designated the Central region as Middle region in its classification.)

#### **Northeast**

Connecticut  
Delaware  
District of Columbia  
Maine  
Maryland  
Massachusetts  
New Hampshire

#### **Southeast**

Alabama  
Arkansas  
Florida  
Georgia  
Kentucky  
Louisiana  
Mississippi

New Jersey  
New York  
Pennsylvania  
Rhode Island  
Vermont

#### **Central (Middle)**

Illinois  
Indiana  
Iowa  
Kansas  
Michigan  
Minnesota  
Missouri  
Nebraska  
North Dakota  
Ohio  
South Dakota  
Wisconsin

North Carolina  
South Carolina  
Tennessee  
Virginia  
West Virginia

#### **West**

Alaska  
Arizona  
California  
Colorado  
Hawaii  
Idaho  
Montana  
Nevada  
New Mexico  
Oklahoma  
Oregon  
Texas  
Utah  
Washington  
Wyoming

2) One of the regions or divisions used by the U.S. Bureau of the Census in Current Population Survey tabulations, as follows:

#### **Northeast**

(*New England*)  
Maine  
New Hampshire  
Vermont  
Massachusetts  
Rhode Island  
Connecticut

(*Middle Atlantic*)  
New York  
New Jersey  
Pennsylvania

#### **South**

(*South Atlantic*)  
Delaware  
Maryland  
District of Columbia  
Virginia  
West Virginia  
North Carolina  
South Carolina  
Georgia  
Florida

(*East South Central*)  
Kentucky

#### **Midwest**

(*East North Central*)  
Ohio  
Indiana  
Illinois  
Michigan  
Wisconsin

(*West North Central*)  
Minnesota  
Iowa  
Missouri  
North Dakota  
South Dakota  
Nebraska  
Kansas

#### **West**

(*Mountain*)  
Montana  
Idaho  
Wyoming  
Colorado  
New Mexico  
Arizona  
Utah  
Nevada

(*Pacific*)  
Washington

Tennessee  
Alabama  
Mississippi

Oregon  
California  
Alaska  
Hawaii

(*West South Central*)

Arkansas  
Louisiana  
Oklahoma  
Texas

**Government appropriation** An amount (other than a grant or contract) received from or made available to an institution through an act of a legislative body.

**Government grant or contract** Revenues from a government agency for a specific research project or other program.

**Graduate** An individual who has received formal recognition for the successful completion of a prescribed program of studies.

**Graduate enrollment** The number of students who hold the bachelor's or first-professional degree, or the equivalent, and who are working towards a master's or doctor's degree. First-professional students are counted separately. These enrollment data measure those students who are registered at a particular time during the fall. At some institutions, graduate enrollment also includes students who are in postbaccalaureate classes but not in degree programs. In specified tables, graduate enrollment includes all students in regular graduate programs and all students in postbaccalaureate classes but not in degree programs (unclassified postbaccalaureate students).

**Graduate Record Examination (GRE)** Multiple-choice examinations administered by the Educational Testing Service and taken by college students who are intending to attend certain graduate schools. The tests are offered in a variety of subject areas. Ordinarily, a student will take only the exam that applies to the intended field of study.

**Graduation** Formal recognition given an individual for the successful completion of a prescribed program of studies.

**Gross domestic product (GDP)** The total national output of goods and services valued at market prices. GDP can be viewed in terms of expenditure categories which include purchases of goods and services by consumers and government, gross private domestic investment, and net exports of goods and services. The goods and services included are largely those bought for final use (excluding illegal transactions) in the market economy. A number of in-

clusions, however, represent imputed values, the most important of which is rental value of owner-occupied housing. GDP, in this broad context, measures the output attributable to the factors of production—labor and property—supplied by U.S. residents.

**Handicapped** Those children evaluated as having any of the following impairments, who because of these impairments need special education and related services. (These definitions apply specifically to data from the U.S. Office of Special Education and Rehabilitative Services presented in this publication.)

**Deaf** Having a hearing impairment which is so severe that the student is impaired in processing linguistic information through hearing (with or without amplification) and which adversely affects educational performance.

**Deaf-blind** Having concomitant hearing and visual impairments which cause such severe communication and other developmental and educational problems that the student cannot be accommodated in special education programs solely for deaf or blind students.

**Hard of hearing** Having a hearing impairment, whether permanent or fluctuating, which adversely affects the student's educational performance, but which is not included under the definition of "deaf" in this section.

**Mentally retarded** Having significantly subaverage general intellectual functioning, existing concurrently with defects in adaptive behavior and manifested during the developmental period, which adversely affects the child's educational performance.

**Multihandicapped** Having concomitant impairments (such as mentally retarded-blind, mentally retarded-orthopedically impaired, etc.), the combination of which causes such severe educational problems that the student cannot be accommodated in special education programs solely for one of the impairments. Term does not include deaf-blind students but does include those students who are severely or profoundly mentally retarded.

**Orthopedically impaired** Having a severe orthopedic impairment which adversely affects a student's educational performance. The term includes impairment resulting from congenital anomaly, disease, or other causes.

**Other health impaired** Having limited strength, vitality, or alertness due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leuke-

mia, or diabetes which adversely affects the student's educational performance.

**Seriously emotionally disturbed** Exhibiting one or more of the following characteristics over a long period of time, to a marked degree, and adversely affecting educational performance: an inability to learn which cannot be explained by intellectual, sensory, or health factors; an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; inappropriate types of behavior or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to develop physical symptoms or fears associated with personal or school problems. This term does not include children who are socially maladjusted, unless they also display one or more of the listed characteristics.

**Specific learning disabled** Having a disorder in one or more of the basic psychological processes involved in understanding or in using spoken or written language, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations. The term includes such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include children who have learning problems which are primarily the result of visual, hearing, or environmental, cultural, or economic disadvantage.

**Speech impaired** Having a communication disorder, such as stuttering, impaired articulation, language impairment, or voice impairment, which adversely affects the student's educational performance.

**Visually handicapped** Having a visual impairment which, even with correction, adversely affects the student's educational performance. The term includes partially seeing and blind children.

**Higher education** Study beyond secondary school at an institution that offers programs terminating in an associate, baccalaureate, or higher degree.

#### **Higher education institutions (alternative classification)**

**Doctoral-granting** Characterized by a significant level and breadth of activity in commitment to doctoral-level education as measured by the number of doctorate recipients and the diversity in doctoral-level program offerings.

**Comprehensive** Characterized by diverse postbaccalaureate programs (including first-professional) but not engaged in significant doctoral-level education.

**General baccalaureate** Characterized by primary emphasis on general undergraduate, baccalaureate-level education. Not significantly engaged in postbaccalaureate education.

**Specialized** Baccalaureate or postbaccalaureate institution emphasizing one area (plus closely related specialties), such as business or engineering. The programmatic emphasis is measured by the percentage of degrees granted in the program area.

**2-year** Conferring at least 75 percent of its degrees and awards for work below the bachelor's level.

**New** These institutions, though not necessarily newly organized, are new additions to the Higher Education General Information Survey universe. When degree and award data become available, they will be reclassified.

**Non-degree-granting** Offering undergraduate or graduate study but not conferring degrees or awards. In this volume, these institutions are included under Specialized.

#### **Higher education institutions (traditional classification)**

**4-year institution** An institution legally authorized to offer and offering at least a 4-year program of college-level studies wholly or principally creditable toward a baccalaureate degree. In some tables, a further division between universities and other 4-year institutions is made. A "university" is a postsecondary institution which typically comprises one or more graduate professional schools (also see University). For purposes of trend comparisons in this volume, the selection of universities has been held constant for all tabulations after 1982. "Other 4-year institutions" would include the rest of the nonuniversity 4-year institutions.

**2-year institution** An institution legally authorized to offer and offering at least a 2-year program of college-level studies which terminates in an associate degree or is principally creditable toward a baccalaureate degree. Also includes some institutions that have a less than 2-year program, but were designated as institutions of higher education in the Higher Education General Information Survey.

**Higher Education Price Index** A price index which measures average changes in the prices of goods and services purchased by colleges and universities through current-fund education and general expenditures (excluding expenditures for sponsored research and auxiliary enterprises).

**High school** A secondary school offering the final years of high school work necessary for graduation, usually including grades 10, 11, 12 (in a 6–3–3 plan) or grades 9, 10, 11, and 12 (in a 6–2–4 plan).

**High school program** A program of studies designed to prepare students for their postsecondary education and occupation. Three types of programs are usually distinguished—academic, vocational, and general. An academic program is designed to prepare students for continued study at a college or university. A vocational program is designed to prepare students for employment in one or more semiskilled, skilled, or technical occupations. A general program is designed to provide students with the understanding and competence to function effectively in a free society and usually represents a mixture of academic and vocational components.

**Historically black colleges and universities** Accredited institutions of higher education established prior to 1964 with the principal mission of educating black Americans. Federal regulations (20 USC 1061 (2)) allow for certain exceptions of the founding date.

**Household** All the persons who occupy a housing unit. A house, apartment, or other group of rooms, or a single room, is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters, that is, when the occupants do not live and eat with any other persons in the structure, and there is direct access from the outside or through a common hall.

**Housing unit** A house, an apartment, a mobile home, a group of rooms, or a single room that is occupied as separate living quarters.

**Imaginative writing** This type of writing can take a variety of forms, such as stories, poems, plays, or lyrics. It represents a special approach to sharing experiences and understanding the world and ourselves. In this form of writing, special attention is given to rhythm and tone; the use of anecdote; the presence of metaphor and simile; shifts in plots; and the unexpected use of words, phrases, or punctuation.

**Income tax** Taxes levied on net income, that is, on gross income less certain deductions permitted by law. These taxes can be levied on individuals or on corporations or unincorporated businesses where the income is taxed distinctly from individual income.

**Independent operations** A group of self-supporting activities under control of a college or university. For purposes of financial surveys conducted by the National Center for Education Statistics, this category is

composed principally of Federally Funded Research and Development Centers (FFRDC).

**Informative writing** This type of writing is used to share information and to convey messages, directions, and ideas. It often involves reporting or retelling events or experiences that have already occurred.

**Institutional support** The category of higher education expenditures that includes day-to-day operational support for colleges, excluding expenditures for physical plant operations. Examples of institutional support include general administrative services, executive direction and planning, legal and fiscal operations, and community relations.

**Instruction** That category including expenditures of the colleges, schools, departments, and other instructional divisions of higher education institutions and expenditures for departmental research and public service which are not separately budgeted. Includes expenditures for both credit and noncredit activities. Excludes expenditures for academic administration where the primary function is administration (e.g., academic deans).

**Instruction (elementary and secondary)** Instruction encompasses all activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. Instruction may be provided through some other approved medium such as television, radio, telephone, and correspondence. Instruction expenditures include: salaries, employee benefits, purchased services, supplies, and tuition to private schools.

**Instructional staff** Full-time-equivalent number of positions, not the number of different individuals occupying the positions during the school year. In local schools, includes all public elementary and secondary (junior and senior high) day-school positions that are in the nature of teaching or in the improvement of the teaching-learning situation. Includes consultants or supervisors of instruction, principals, teachers, guidance personnel, librarians, psychological personnel, and other instructional staff. Excludes administrative staff, attendance personnel, clerical personnel, and junior college staff.

**Instructional support services** Includes salary, benefits, supplies, and contractual fees for staff providing instructional improvement, educational media (library and audiovisual), and other instructional support services.

**Junior high school** A separately organized and administered secondary school intermediate between the elementary and senior high schools, usually including grades 7, 8, and 9 (in a 6–3–3 plan) or grades 7 and 8 (in a 6–2–4 plan).

**Labor force** Persons employed as civilians, unemployed (but looking for work), or in the armed services during the survey week. The “civilian labor force” comprises all civilians classified as employed or unemployed.

**Land-grant colleges** The First Morrill Act of 1862 facilitated the establishment of colleges through grants of land or funds in lieu of land. The Second Morrill Act in 1890 provided for money grants and for the establishment of black land-grant colleges and universities in those states with dual systems of higher education.

**Local education agency** See School district.

**Mandatory transfer** A transfer of current funds that must be made in order to fulfill a binding legal obligation of the institution. Included under mandatory transfers are debt service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest and (2) required provisions for renewal and replacement of buildings to the extent these are not financed from other funds.

**Master’s degree** A degree awarded for successful completion of a program generally requiring 1 or 2 years of full-time college-level study beyond the bachelor’s degree. One type of master’s degree, including the Master of Arts degree, or M.A., and the Master of Science degree, or M.S., is awarded in the liberal arts and sciences for advanced scholarship in a subject field or discipline and demonstrated ability to perform scholarly research. A second type of master’s degree is awarded for the completion of a professionally oriented program, for example, an M.Ed. in education, an M.B.A. in business administration, an M.F.A. in fine arts, an M.M. in music, an M.S.W. in social work, and an M.P.A. in public administration. A third type of master’s degree is awarded in professional fields for study beyond the first-professional degree, for example, the Master of Laws (L.L.M.) and Master of Science in various medical specializations.

**Mathematics** A group of instructional programs that describes the science of numbers and their operations, interrelations, combinations, generalizations, and abstractions and of space configurations and their structure, measurement, transformations, and generalizations.

**Mean test score** The score obtained by dividing the sum of the scores of all individuals in a group by the number of individuals in that group.

**Metropolitan population** The population residing in Metropolitan Statistical Areas (MSAs). See Metropolitan Statistical Area.

**Metropolitan Statistical Area (MSA)** A large population nucleus and the nearby communities which have a high degree of economic and social integration with that nucleus. Each MSA consists of one or more entire counties (or county equivalents) that meet specified standards pertaining to population, commuting ties, and metropolitan character. In New England, towns and cities, rather than counties, are the basic units. MSAs are designated by the Office of Management and Budget. An MSA includes a city and, generally, its entire urban area and the remainder of the county or counties in which the urban area is located. An MSA also includes such additional outlying counties which meet specified criteria relating to metropolitan character and level of commuting of workers into the central city or counties. Specified criteria governing the definition of MSAs recognized before 1980 are published in *Standard Metropolitan Statistical Areas: 1975*, issued by the Office of Management and Budget. New MSAs were designated when 1980 counts showed that they met one or both of the following criteria:

1. Included a city with a population of at least 50,000 within their corporate limits, or
2. Included a Census Bureau-defined urbanized area (which must have a population of at least 50,000) and a total MSA population of at least 100,000 (or, in New England, 75,000).

**Migration** Geographic mobility involving a change of usual residence between clearly defined geographic units, that is, between counties, States, or regions.

**Minimum-competency testing** Measuring the acquisition of competence or skills to or beyond a certain specified standard.

**National Assessment of Educational Progress (NAEP)** See Guide to Sources.

**Newly qualified teacher** Persons who: 1) first became eligible for a teaching license during the period of the study referenced or who were teaching at the time of survey but were not certified or eligible for a teaching license; and 2) had never held full-time, regular teaching positions (as opposed to substitute) prior to completing the requirements for the degree which brought them into the survey.

**Nonmetropolitan residence group** The population residing outside Metropolitan Statistical Areas. See Metropolitan Statistical Area.

**Nonresident alien** A person who is not a citizen of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

**Nonsupervisory instructional staff** Persons such as curriculum specialists, counselors, librarians, remedial specialists, and others possessing education certification but not responsible for day-to-day teaching of the same group of pupils.

**Normal school** A normal school was an institution which was engaged primarily in the preparation of teachers for positions in elementary and secondary schools. Prior to 1900, normal schools were often secondary schools with teacher training programs. During the early 20th century, normal schools gradually developed into higher education institutions.

**Obligations** Amounts of orders placed, contracts awarded, services received, or similar legally binding commitments made by Federal agencies during a given period that will require outlays during the same or some future period.

**Occupational home economics** Courses of instruction emphasizing the acquisition of competencies needed for getting and holding a job or preparing for advancement in an occupational area using home economics knowledge and skills.

**Occupied housing unit** Separate living quarters with occupants currently inhabiting the unit.

**Off-Budget Federal entities** Organizational entities, federally owned in whole or in part, whose transactions belong in the budget under current budget accounting concepts but that have been excluded from the budget totals under provisions of law.

**Operation and maintenance services** Includes salary, benefits, supplies, and contractual fees for supervision of operations and maintenance, operating buildings (heating, lighting, ventilating, repair, and replacement), care and upkeep of grounds and equipment, vehicle operations and maintenance (other than student transportation), security, and other operations and maintenance services.

**Other foreign languages and literatures** Any instructional program in foreign languages and literatures not described in tables 239 and 240, including language groups and individual languages such as the non-Semitic African languages, Native Amer-

ican languages, the Celtic languages, Pacific language groups, the Ural-Altaic languages, Basque, and others.

**Other support services** Includes salary, benefits, supplies, and contractual fees for business support services, central support services, other support services not otherwise classified.

**Other support services staff** All staff not reported in other categories. This group includes media personnel, social workers, bus drivers, security, cafeteria workers, and other staff.

**Outlays** The value of checks issued, interest accrued on the public debt, or other payments made, net of refunds and reimbursements.

**Part-time enrollment** The number of students enrolled in higher education courses with a total credit load less than 75 percent of the normal full-time credit load.

**Per capita income** The mean income computed for every man, woman, and child in a particular group. It is derived by dividing the total income of a particular group by the total population in that group.

**Personal income** Current income received by persons from all sources minus their personal contributions for social insurance. Classified as "persons" are individuals (including owners of unincorporated firms), nonprofit institutions serving individuals, private trust funds, and private noninsured welfare funds. Personal income includes transfers (payments not resulting from current production) from government and business such as social security benefits and military pensions but excludes transfers among persons.

**Persuasive writing** This type of writing attempts to bring about some action or change. Its primary purpose is to influence others. It is concerned with the positions, beliefs, and attitudes of the readers.

**Physical plant assets** Includes the values of land, buildings, and equipment owned, rented, or utilized by colleges. Does not include those plant values which are a part of endowment or other capital fund investments in real estate. Excludes construction in progress.

**Postbaccalaureate enrollment** The number of graduate and first-professional students working towards advanced degrees and of students enrolled in graduate-level classes but not enrolled in degree programs. See also Graduate enrollment and First-professional enrollment.

**Postsecondary education** The provision of formal instructional programs with a curriculum designed pri-

marily for students who have completed the requirements for a high school diploma or equivalent. This includes programs of an academic, vocational, and continuing professional education purpose, and excludes avocational and adult basic education programs.

**Private school or institution** A school or institution which is controlled by an individual or agency other than a State, a subdivision of a State, or the Federal Government, which is usually supported primarily by other than public funds, and the operation of whose program rests with other than publicly elected or appointed officials.

**Property tax** The sum of money collected from a tax levied against the value of property.

**Proprietary institution** An educational institution that is under private control but whose profits derive from revenues subject to taxation.

**Public school or institution** A school or institution controlled and operated by publicly elected or appointed officials and deriving its primary support from public funds.

**Pupil-teacher ratio** The enrollment of pupils at a given period of time, divided by the full-time-equivalent number of classroom teachers serving these pupils during the same period.

**Racial/ethnic group** Classification indicating general racial or ethnic heritage based on self-identification, as in data collected by the Bureau of the Census or on observer identification, as in data collected by the Office for Civil Rights. These categories are in accordance with the Office of Management and Budget standard classification scheme presented below:

**White** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Normally excludes persons of Hispanic origin except for tabulations produced by the Bureau of the Census, which are noted accordingly in this volume.

**Black** A person having origins in any of the black racial groups in Africa. Normally excludes persons of Hispanic origin except for tabulations produced by the Bureau of the Census, which are noted accordingly in this volume.

**Hispanic** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander** A person having origins in any of the original peoples of the Far East,

Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native** A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

**Remedial education** Instruction for a student lacking those reading, writing, or math skills necessary to perform college-level work at the level required by the attended institution.

**Resident population** Includes civilian population and armed forces personnel residing within the United States. Excludes armed forces personnel residing overseas.

**Revenue** All funds received from external sources, net of refunds, and correcting transactions. Noncash transactions such as receipt of services, commodities, or other receipts "in kind" are excluded as are funds received from the issuance of debt, liquidation of investments, and nonroutine sale of property.

**Salary** The total amount regularly paid or stipulated to be paid to an individual, before deductions, for personal services rendered while on the payroll of a business or organization.

**Sales and services** Revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research, or public service. Examples include film rentals, scientific and literary publications, testing services, university presses, and dairy products.

**Sales tax** Tax imposed upon the sale and consumption of goods and services. It can be imposed either as a general tax on the retail price of all goods and services sold or as a tax on the sale of selected goods and services.

**Scholarships and fellowships** This category of college expenditures applies only to money given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or not. Aid to students in the form of tuition or fee remissions is included. College Work-Study funds are excluded and are reported under the program in which the student is working. In the tabulations in this volume, Pell Grants are not included in this expenditure category.

**Scholastic Aptitude Test (SAT)** An examination administered by the Educational Testing Service and

used to predict the facility with which an individual will progress in learning college-level academic subjects.

**School** A division of the school system consisting of students in one or more grades or other identifiable groups and organized to give instruction of a defined type. One school may share a building with another school or one school may be housed in several buildings.

**School administration support services** Includes salary, benefits, supplies, and contractual fees for the office of the principal, full-time department chairpersons, and graduation expenses.

**School climate** The social system and culture of the school, including the organizational structure of the school and values and expectations within it.

**School district** An education agency at the local level that exists primarily to operate public schools or to contract for public school services. Synonyms are "local basic administrative unit" and "local education agency."

**Science** The body of related courses concerned with knowledge of the physical and biological world and with the processes of discovering and validating this knowledge.

**Secondary instructional level** The general level of instruction provided for pupils in secondary schools (generally covering grades 7 through 12 or 9 through 12) and any instruction of a comparable nature and difficulty provided for adults and youth beyond the age of compulsory school attendance.

**Secondary school** A school comprising any span of grades beginning with the next grade following an elementary or middle-school (usually 7, 8, or 9) and ending with or below grade 12. Both junior high schools and senior high schools are included.

**Secondary enrollment** The total number of students registered in a school beginning with the next grade following an elementary or middle-school (usually 7, 8, or 9) and ending with or below grade 12 at a given time.

**Senior high school** A secondary school offering the final years of high school work necessary for graduation.

**Serial volumes** Publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, memoirs, proceedings, and transactions of societies.

**Social studies** A group of instructional programs that describes the substantive portions of behavior, past and present activities, interactions, and organizations of people associated together for religious, benevolent, cultural, scientific, political, patriotic, or other purposes.

**Socioeconomic status (SES)** For the High School and Beyond study and the National Longitudinal Study of the High School Class of 1972, the SES index is a composite of five equally weighted, standardized components: father's education, mother's education, family income, father's occupation, and household items. The terms high, middle, and low SES refer to the upper, middle two, and lower quartiles of the weighted SES composite index distribution.

**Special education** Direct instructional activities or special learning experiences designed primarily for students identified as having exceptionalities in one or more aspects of the cognitive process or as being underachievers in relation to general level or model of their overall abilities. Such services usually are directed at students with the following conditions: (1) physically handicapped; (2) emotionally handicapped; (3) culturally different, including compensatory education; (4) mentally retarded; and (5) students with learning disabilities. Programs for the mentally gifted and talented are also included in some special education programs. See also Handicapped.

**Standardized test** A test composed of a systematic sampling of behavior, administered and scored according to specific instructions, capable of being interpreted in terms of adequate norms, and for which there are data on reliability and validity.

**Standardized test performance** The weighted distributions of composite scores from standardized tests used to group students according to performance.

**Standard Metropolitan Statistical Area (SMSA)** See Metropolitan Statistical Area (MSA).

**Student** An individual for whom instruction is provided in an educational program under the jurisdiction of a school, school system, or other education institution. No distinction is made between the terms "student" and "pupil," though "student" may refer to one receiving instruction at any level while "pupil" refers only to one attending school at the elementary or secondary level. A student may receive instruction in a school facility or in another location, such as at home or in a hospital. Instruction may be provided by direct student-teacher interaction or by some other approved medium such as television, radio, telephone, and correspondence.



**Student support services** Includes salary, benefits, supplies, and contractual fees for staff providing attendance and social work, guidance, health, psychological services, speech pathology, audiology, and other support to students.

**Subject-matter club** Organizations that are formed around a shared interest in a particular area of study and whose primary activities promote that interest. Examples of such organizations are math, science, business, and history clubs.

**Supervisory staff** Principals, assistant principals, and supervisors of instruction. Does not include superintendents or assistant superintendents.

**Tax base** The collective value of objects, assets, and income components against which a tax is levied.

**Tax expenditures** Losses of tax revenue attributable to provisions of the Federal income tax laws that allow a special exclusion, exemption, or deduction from gross income or provide a special credit, preferential rate of tax, or a deferral of tax liability affecting individual or corporate income tax liabilities.

**Technical education** A program of vocational instruction that ordinarily includes the study of the sciences and mathematics underlying a technology, as well as the methods, skills, and materials commonly used and the services performed in the technology. Technical education prepares individuals for positions—such as draftsman or lab technician—in the occupational area between the skilled craftsman and the professional person.

**Total expenditure per pupil in average daily attendance** Includes all expenditures allocable to per pupil costs divided by average daily attendance. These allocable expenditures include current expenditures for regular school programs, interest on school debt, and capital outlay. Beginning in 1980–81, expenditures for State administration are excluded and expenditures for other programs (summer schools, community colleges, and private schools) are included.

**Trade and industrial occupations** The branch of vocational education which is concerned with preparing persons for initial employment or with updating or retraining workers in a wide range of trade and industrial occupations. Such occupations are skilled or semiskilled and are concerned with layout designing, producing, processing, assembling, testing, maintaining, servicing, or repairing any product or commodity.

**Transcript** An official list of all courses taken by a student at a school or college showing the final

grade received for each course, with definitions of the various grades given at the institution.

**Trust funds** Amounts collected and used by the Federal Government for carrying out specific purposes and programs according to terms of a trust agreement or statute, such as the social security and unemployment trust funds. Trust fund receipts that are not anticipated to be used in the immediate future are generally invested in interest-bearing Government securities and earn interest for the trust fund.

**Tuition and fees** A payment or charge for instruction or compensation for services, privileges, or the use of equipment, books, or other goods.

**Unclassified students** Students who are not candidates for a degree or other formal award, although they are taking higher education courses for credit in regular classes with other students.

**Unadjusted dollars** See *current dollars*.

**Undergraduate students** Students registered at an institution of higher education who are working in a program leading to a baccalaureate degree or other formal award below the baccalaureate, such as an associate degree.

**Unemployed** Civilians who had no employment but were available for work and: 1) had engaged in any specific jobseeking activity within the past 4 weeks; 2) were waiting to be called back to a job from which they had been laid off; or 3) were waiting to report to a new wage or salary job within 30 days.

**U.S. Service Schools** These institutions of higher education are controlled by the U.S. Department of Defense and the U.S. Department of Transportation. The ten institutions counted in the NCES surveys of higher education institutions include: the Air Force Institute of Technology, Community College of the Air Force, Naval Postgraduate School, Uniformed Services University of the Health Sciences, U.S. Air Force Academy, U.S. Army Command And General Staff College, U.S. Coast Guard Academy, U.S. Merchant Marine Academy, U.S. Military Academy, and the U.S. Naval Academy.

**University** An institution of higher education consisting of a liberal arts college, a diverse graduate program, and usually two or more professional schools or faculties and empowered to confer degrees in various fields of study. For purposes of maintaining trend data in this publication, the selection of university institutions has not been revised since 1982.

**Visual and performing arts** A group of instructional programs that generally describes the historic

development, aesthetic qualities, and creative processes of the visual and performing arts.

***Vocational education*** Organized educational programs, services, and activities which are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a

career, requiring other than a baccalaureate or advanced degree.

***Vocational home economics*** Vocational courses of instruction emphasizing the acquisition of competencies needed for getting and holding a job or preparing for advancement in an occupational area using home economics knowledge or skills.